



2012 Annual Action Plan

Update to the City of Auburn's Consolidated Plan for
Housing and Community Development
Fiscal Years 2011 – 2014

November 15, 2011

(IMPORTANT NOTE: Program description and dollar amounts represented in this plan may change subject to the availability of funds and final approval by the Department of Housing and Urban Development.)



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2012 Annual Action Plan

EXECUTIVE SUMMARY

Each year the City of Auburn executes specific actions to implement the goals and strategies of the Consolidated Plan for Years 2011 to 2014. Actions that will be undertaken in 2012 are outlined in this “Annual Action Plan”.

The City of Auburn anticipates the receipt of approximately \$400,000 in Community Development Block Grant (CDBG) funds in 2012. Auburn's CDBG funds will be combined with approximately \$650,000 of General Funds to create a total Human Services budget of approximately \$1,050,000 in 2012. Human Services is responsible for providing and managing financial resource to more than 30 non-profit agencies that serve the Auburn community, administering the local housing repair program, and developing collaborations among community partners to strengthen the response to residents in need.

The 2012 Action Plan proposes to allocate approximately \$60,000 of CDBG funds to public services. Most of those funds (\$52,500) will be used to provide dental and medical care to uninsured, low income Auburn residents and \$7,500 for employment training.

Approximately \$80,000 of the CDBG funds will be allocated to program administration, which includes planning. The remaining \$260,000 will be allocated to housing repair (\$150,000), economic development (\$37,500), and support of enhancing youth outreach and gang prevention.

The City of Auburn is committed to focusing more on achieving solutions to recurring social problems and achieve greater collaboration among service providers. The Department of Housing and Urban Development has worked to standardize the performance measurements listed in the Consolidated Plan. The 2012 Action Plan combines the changes that both the City of Auburn and HUD have implemented.

Overall the implementation of the 2011 Action Plan is progressing as planned and most of the activities listed are underway. A more detailed report of 2011 activities will be summarized in the Consolidated Annual Performance and Evaluation Report (CAPER) that will be drafted and released for public review before the end of the first quarter of 2012.

CITIZEN PARTICIPATION AND CONSULTATION

The development of the Annual Action Plan involves both citizen participation and consultation with local service providers. Citizen participation in the planning process began at a joint meeting between the Auburn City Council and Human Services Committee. At this meeting, Council and Committee members identified a series of community results that they would like to achieve through the appropriation of City funds.

The City consults with local service providers primarily through the solicitation of applications for Human Services grants. Grant applications prepared by service providers furnishes the City information regarding the goals of the agency, target populations, proposed services, gaps in the delivery of services, linkages to poverty reduction strategies and collaboration with other service providers. This information is reviewed by City staff and the Human Services Committee.

The Human Services Committee's recommendations were incorporated into the 2012 Action Plan and presented to the City Council's Planning and Community Development (PCD) Committee in

October 2011. A preliminary draft of the 2012 Action Plan was distributed to all the grant applicants and local service providers. A public notice was issued and posted at City Hall, the Auburn Senior's Center, and on the City of Auburn's website on October 7, 2012; this information was also published in The Seattle Times announcing that copies of the proposed 2012 Action Plan were available for public review. The City Council will schedule a public hearing to gather testimony about the plan before it takes action to review and adopt it. The following outlines the remaining steps regarding citizen participation and consultation for the 2012 Action Plan:

October 7, 2011:	Start of Public Review Process
November 7, 2011:	Public Hearing
	End of Public Review Process
	Council takes action to adopt the
	2012 Annual Action Plan
November 15, 2011:	Deadline to submit the plan to HUD

HOUSING AND COMMUNITY DEVELOPMENT RESOURCES

2012 CDBG ESTIMATED RESOURCES

In 2011 the City of Auburn received \$418,755 of CDBG funds. In 2012 the City estimates that its CDBG funds will decrease slightly from last year's CDBG entitlement. The 2012 Action Plan includes a contingency plan in the event that CDBG funds increase or decrease.

CDBG ESTIMATED RESOURCES	
\$400,000	CDBG 2012 Entitlement (estimated)
\$400,000	Total Estimated CDBG Funds Available in 2012

OTHER RESOURCES

General Funds

The City of Auburn allocates up to one percent (1%) of its general fund expenditures to provide human services for Auburn residents through contracts with non-profit agencies. Assuming the City will continue to receive the same amount of general fund revenues, the estimated allocation from General Fund budget for human service grants is \$550,000 in 2011.

TOTAL RESOURCES

Funding Source	2011
-- CDBG Funds	\$ 400,000
-- General Funds	\$ 650,000
Total Estimated Funds Available	\$ 1,050,000

CITY OF AUBURN FUNDING PRIORITIES

The expressed goal of the City's Consolidated Plan is to reduce the number of people living in poverty with the City of Auburn. Toward this end, the City will give funding priority to programs that - in addition to complying with federal regulations and addressing a priority outlined in the Consolidated Plan - are consistent with the following anti-poverty strategy for resource allocation.

1. Each project must satisfy one of the three following overriding goals:
 - The project must help people move out of poverty.
 - The project must prevent people from entering poverty.
 - The project must address the basic needs of people living in poverty.
2. In making funding decisions, the City will give priority to programs that:
 - Support, complement or are consistent with other current City plans;
 - Are sustainable over time;
 - Have demonstrated cooperation and collaboration among government, private nonprofit agencies and the private sector to maximize impacts and reduce administrative costs;
 - Do not have a more appropriate source of funds.
3. The City will give priority to programs that provide services addressing the basic needs of Auburn's most at-risk populations. A priority population for CDBG-funded services is individuals who are denied, by poverty and historical institutional practices, the opportunity to develop their full potential and to enjoy the benefits of community participation.
4. CDBG funded services must be, to the fullest extent possible, appropriate and accessible to people who may face special barriers in accessing services.

5. The CDBG program was built on a premise of citizen participation in the formation of policies, including funding decisions, which address neighborhood and community needs. The City will give priority to programs that promote community initiatives to identify priority needs and to address those needs.
6. The City will give priority to programs that build and support the capacity of local organizations to address the needs of Auburn residents.
7. The City will give priority to programs that support economic development and promote access to quality jobs - positions that pay well enough to support an adequate standard of living, allow the purchase of housing and other basic necessities, offer stability and decent working conditions, and provide opportunities for advancement.
8. Funding priority will be given to agencies that provide direct services to Auburn residents at locations within the city limits of Auburn.

COMMUNITY RESULTS DESIRED BY THE CITY OF AUBURN

The City of Auburn solicited proposals from local service providers to achieve the following community results within the areas listed below. Population performance indicators will be applied to assess the overall success of the effort and the value of ongoing support; these indicators will be utilized to determine the effectiveness of individual programs.

Overall Result: One-Stop Center

The City of Auburn will fund human service providers who participate in the design, development and operation of a One-Stop Center in Auburn and the efficient, collaborative and integrated delivery of services it offers. Agencies who agree to participate in the design and development of a One-Stop Center in Auburn may apply for funding to accomplish one or more of the following community results:

- **Abused and Neglected Children:** The City of Auburn will fund human service providers that increase supportive services to children who are neglected and abused, specifically the number of children who are victims of on-going and repeated neglect and abuse, within the city of Auburn by 15% over the next three (3) years.
- **Victims of Domestic and Sexual Assault:** The City of Auburn will fund human service providers that increase the number of Auburn residents, who are victims of domestic violence, that make the transition to a safe environment and self-determining lifestyle by 15% within the next three (3) years.
- **Poverty Reduction:** The City of Auburn will fund human service providers who increase the number of Auburn residents no longer living in poverty by 15% within the next three (3) years.
- **Substance Abuse:** The City of Auburn will fund human service providers to develop strategies that increase the successful completion of treatment programs by Auburn residents who have serious behavioral and health problems due to substance abuse and chemical dependency by 15% within a three (3) year period.
- **Physically and Mentally Fit:** The City of Auburn will fund human service providers that increase the availability, accessibility and use of health care to its low income residents by 15% within a three (3) year period.

2012 PROPOSED ACTIVITIES TO ACHIEVE RESULTS

The City of Auburn requested proposals to achieve the following national objectives and community results.

Create a Suitable Living Environment:

- One-Stop Center:
 - Create a suitable living environment for Auburn's low income residents and people with special needs by using its CDBG funds to make available float loans and Section 108 Loan Guarantees to leverage the funds necessary to develop a Community Center and future campus for the One-Stop Center which will provide for the collocation and integrated delivery of human services.
- Abused and Neglected Children:
 - The City of Auburn proposes to allocate approximately \$170,000 of its General Funds, to generate approximately 7,700 hours of services and 160 home visits that will benefit 1,657 Auburn adults and children, for the purpose of reducing chronic abuse and neglect of children.
- Victims of Domestic and Sexual Assault:
 - The City of Auburn proposes to allocate \$106,000 of its General Funds to provide 1,500 referrals for assistance, 160 bednights shelter, 700 hours of case management and 550 hours of therapy to approximately 600 victims of domestic violence and sexual assault.
- Physically and Mentally Fit:
 - Create a suitable living environment by making health care available to 78 or more low-income, uninsured Auburn residents by allocating \$40,000 of CDBG funds to HealthPoint of King County for the operation of its clinic in Auburn.
 - Create a suitable living environment by making dental care available to 70 or more low-income, uninsured Auburn residents by allocating \$12,500 of CDBG funds to HealthPoint of King County for the operation of its clinic in Auburn.
 - The City proposes to allocate an additional \$45,000 of its General Funds for the purpose of creating access to health care to over 1,000 low-income Auburn residents and enabling over 3,200 visits to qualified health care providers.
- Poverty Reduction:
 - The City of Auburn proposes to allocate \$60,000 of its General Funds to provide nearly 12,000 Auburn residents emergency assistance such as food, financial assistance, and clothing.
 - The City of Auburn proposes to allocate \$16,500 of its General Funds to provide over 60 Auburn senior citizens congregate meals and home-delivered meals and over 1,200 Auburn residents a weekly meal.
 - The City of Auburn proposes to allocate \$40,780 of its General Funds to provide over 100 Auburn residents more than 3,900 bednights of emergency shelter and/or transitional housing.

- Substance Abuse:

- The City of Auburn proposes to allocate \$10,000 of its General Funds to support a program that provides integrated care to non-Medicaid clients who require both substance abuse treatment and mental health counseling.

Provide Decent Housing:

- Maintain the affordability of decent housing for very low-income Auburn residents by allocating \$100,000 of CDBG funds to the City of Auburn's Housing Repair Program for the purpose of providing repairs necessary to maintain suitable housing for 30 Auburn homeowners, including 15 homeowners who are senior citizens and 5 homeowners who lack safe access in or out of their homes due to physical disabilities or impairment.

Expand Economic Opportunities:

- Create economic opportunities by providing the availability and access to counseling and training for approximately 25 Auburn residents who are either trying to sustain or create a small business and, collectively generate 10 or more jobs by allocating \$37,500 of CDBG funds to the Green River Community College's Small Business Assistance Center.
- Create economic opportunities by providing the availability and access to train approximately 12 very-low income Auburn residents so that at least half of them can find and sustain a job by allocating \$7,500 of CDBG funds to the Multi-Service Center Employment Program.
- Create economic opportunities by making available matching funds for façade improvements to Auburn small businesses with property in the downtown urban renewal area.

DISTRIBUTION OF FUNDS

CDBG Funds

Proposed CDBG Disbursements	2012
Public Services	
-- Community Health Centers: Dental Care	\$12,500
-- Community Health Centers: Medical Care	\$40,000
-- Multi-Service Center Employment Program	\$7,500
subtotal: Public Services	\$60,000
Capital Funds	
-- Affordable Housing	
..... City of Auburn Housing Repair Program	\$100,000
--Suitable Living Environment	
..... Youth Outreach Center	\$100,000
-- Economic Development	
..... GRCC Small Business Assistance Center	\$37,500
..... Downtown Business Façade Program	\$22,500
subtotal: Capital Funds	\$292,500
Administration	
-- Program Management	
.... City of Auburn Community Services	\$80,000
Subtotal: Administration	\$80,000
Total CDBG Funds:	\$400,000

Source of CDBG Funds:	2012
-- 2011 Estimated Entitlement:	\$400,000
Total Estimated CDBG Funds	\$400,000

Human Services (General Fund) 2012

Auburn Human Service Agencies:	2012
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... ACAP: Childcare Subsidies	20,000
... Auburn Youth Resources	75,000
... Birth to Three Development Center	10,000
... CHS: Family Resource Center	20,000
... CHS: Strengthening Families Program	10,000
... Children's Therapy Center	10,000
... Communities In Schools	5,000
... Neighborhood House: Emergency Assist.	5,000
... Pediatric Interim Care Center	10,000
... Safe Havens Visitation Center	5,000
subtotal:	170,000

... Consejo	10,000
... Crisis Clinic: 2-1-1 Line, 24 Hr., Teen Link	3,000
... DAWN	9,000
... KCSARC	22,500
... Jubilee Center: Latino Program	7,500
... SMH: Behavioral Responsibility	7,500
... VCCC: DV Survivor Support/Therapy	12,000
... YWCA: Children DV Services	5,000
... YWCA: DV Services	20,000
subtotal:	96,500

... Auburn Respite	5,000
... Christ Community Free Clinic	20,000
... Senior Services Vol. Transportation	5,000
... SKC: Mobile Medical Program	10,000
... VCCC: COD Treatment	10,000
subtotal:	50,000

Human Services (General Fund) 2012
(Continued)

Auburn Human Service Agencies:	2012
... AFB: Emergency Food	35,000
... AFB: Community Suppers	5,000
... Auburn Senior Center: Meals Program	4,500
... CCS: CHORE Program	3,000
... CCS: HOME/ARISE	15,000
... CCS: Rita's House	5,000
... SS: Meals on Wheels	7,000
... MSC: Emer & Transitional Housing	8,000
... New Connections	5,000
... Pregnancy Aid	5,000
... St. Vincent de Paul: Emergency Assist.	10,000
... South King Council of Human Services	5,000
... South Sound Dream Center	2,000
... Ukranian Comm. Center	7,500
... WWEE: REACH	8,000
... YWCA: Emergency Housing	4,000
... YWCA: Transitional Housing	14,000
subtotal:	143,000
Total General Fund Human Services	\$459,500

Contingency Plans for Changes in Funding

Total appropriations may not exceed actual revenues and no liability is to be incurred in excess of appropriations. In the event that actual revenues are different than the revenues estimated by the CDBG budget, the following actions shall be taken:

- (a) **CDBG Public Service Programs:** In the event the City receives a lesser amount of CDBG funding than budgeted for public services, then the reduction will be made as follows:
1. Reduce or eliminate the appropriation to the Multi-Service Center's Employment Program by \$7,500 or the amount of the funding reduction, which ever amount is less.
 2. Reduce the appropriation to HealthPoint by \$52,500 or the remaining balance of the reduction, which ever amount is less.

- (b) CDBG Capital-Funds Programs: In the event of a reduction in CDBG capital funds, the amount of reduction will be prorated evenly among the funded project.
- (c) Unspent CDBG Capital Grants: The funds appropriated to subrecipients for capital improvements must be expended within the term of the subrecipient's CDBG grant agreement. CDBG funds appropriated for capital improvements will be considered abandoned, and the funds will be re-appropriated, if any of the following conditions exist:
 - (a) The term of the grant agreement expires and the subrecipient fails to request an extension in accordance with the terms of the agreement.
 - (b) The subrecipient fails to submit a request for reimbursement or fails to submit an activity report during the program year.
 - (c) The subrecipient fails to make the project "bid ready" within the first year after the appropriation. "Bid ready" means that, at a minimum, the bid specifications are drafted and the subrecipient is ready to solicit bids.
- (d) General Fund Public Services:
 - 1. Reduction of General Fund Revenues: In the event of a reduction in the general fund appropriation for human services, the reductions will be applied in the following order:
 - (a) Communities In Schools: the lesser of \$5,000 or the amount of the reduction.
 - (b) St. Matthew's Jubilee Center's Latino Program: the lesser of \$7,500 or the remaining amount of the reduction.
 - (c) CHORE Program: the lesser of \$3,000 or the remaining amount of the reduction.
 - (d) If the above reductions remain less than the total amount of the general fund reduction, then the remaining amount of the reduction will be applied evenly by a prorated amount among the remaining appropriations.
 - 2. Increase in Funding: In the event of an increase in funding, then previous reductions in appropriated amounts, if any, will be restored to the amounts recommended for 2012 in the reverse order in which the above reductions were made. If funds remain after all reductions have been restored, then the remaining funds will be distributed according to the allocation recommended by the Planning and Community Development Committee and approved by the City Council.

FAIR HOUSING

The City of Auburn continues to monitor compliance with the Fair Housing Act. Complaints are referred to the Washington State Human Rights Commission for resolution. In 2006, the City completed an Analysis of Impediments to Fair Housing Choice (AI) as required for CDBG entitlement communities. The Fair Housing Consultant identified three impediments and made three recommendations. The recommendations were:

- Expand current education and outreach efforts;

- Continue ongoing enforcement activities; and
- Target homeownership and lending marketing to minority households.

The City has implemented and continues to expand these recommendations. Information about Fair Housing will be put on the City of Auburn's website and made available at City Hall. The information will include links pertaining to where residents can file a complaint in the event of alleged discrimination. Information will be available in English and Spanish. Summary data regarding the number of fair housing complaints filed against landlords and realtors in Auburn will be reported in the CAPER.

PUBLIC HOUSING

The City of Auburn continues to support public housing communities located within its city limits. Many of the residents who receive the services provided by the City's human service grants live in public housing communities. Two grant recipients are located within public housing communities. In addition, the City of Auburn's Housing Repair program serves approximately 10 – 12 residents per year who live at Tall Cedars Mobile Home Park, which is owned by the King County Housing Authority. Home repairs include furnaces, hot water tanks, wheelchair ramps and other repairs necessary to keep the home habitable. The following summarizes the grants provided to specific public housing communities:

Agency/Program	Public Housing Community	Amount
Auburn Food Bank	Burndale	\$40,000
Housing Repairs	Tall Cedars Mobile Home Park	\$50,000
Total: Public Housing Community Programs		\$90,000

CHRONIC HOMELESSNESS

The City of Auburn will continue to provide funding to regional and local agencies that provide assistance to homeless families. In 2012 the City will strive to maintain a continuum of care for homeless families that includes emergency assistance, emergency shelters, severe weather shelter and transitional housing. In addition, the City provides funds for the provision of medical care, childcare and employment training to help prevent people from becoming homeless. The City of Auburn plans to allocate \$49,780 of its General Funds to provide more than 4,000 bednights of emergency shelter and/or transitional housing to approximately 120 Auburn residents. The following summarizes the grants awarded with the intent to reduce chronic homelessness:

Agency / Program	Award	Residents	Services Provided
DAWN Confidential Shelter	\$9,000	15	160 bednights
Multi-Service Center	\$8,000	29	870 bednights
HOME/ARISE Emergency Shelter	\$15,000	30	1,650 bednights
YWCA Emergency & Transitional Housing	\$17,780	46	1,400 bednights
Total:	\$49,780	120	4,080 bednights

GEOGRAPHIC DISTRIBUTION

CDBG funds spent on neighborhood revitalization and housing repairs for targeted neighborhoods will occur primarily within the Census Tract 306 and Census Tract 307. According to the Census Bureau, these two census tracts are predominantly low income with median household incomes less than 80% of the King County median household income. Public services funded with CDBG funds and housing repairs in non-targeted neighborhoods will be offered to low income or limited clientele residents citywide.

LEAD-BASED PAINT HAZARDS

The City of Auburn will continue to implement U.S. Department of Housing and Urban Development (HUD) regulations to protect young children from lead-based paint hazards in housing that is financially assisted by the federal government. The requirements apply only to housing built before 1978, the year lead-based paint was banned nationwide for consumer use. The following table summarizes actions required by these regulations.

Amount of Grant	<\$5,000	\$5,000-\$25,000	> \$25,000
General Approach	Do No Harm	Identify and control lead hazards	Identify and abate lead hazards
Notification	Pamphlet	Pamphlet & Notice of Assessment	Pamphlet & Notice of Hazard Reduction
Evaluation	Visual	Paint Testing	Risk Assessment
Reduction Strategy	Repair surfaces disturbed during rehab work	Interim Controls	Abatement and Interim Controls

BARRIERS TO AFFORDABLE HOUSING

The City of Auburn will continue to look at policies that remove barriers to affordable housing. The City of Auburn's Comprehensive Land Use includes several policies and objectives that will guide the City toward achieving its affordable and fair housing goals. These policies include maintaining flexibility in land use to achieve a balanced mix of affordable housing opportunities. The City will continue to pursue mixed use developments that are consistent with the transportation oriented developments located in Auburn's downtown. The City will look for opportunities with public and private agencies to implement policies and offer programs that help

alleviate physical and economic distress, conserve energy resources, improve the quality and quantity of community services, and eliminate conditions that are detrimental to health, safety and public welfare.

LOW-MODERATE INCOME BENEFITS

Over the past three years approximately 90% of the clients served by programs funded with CDBG funds earned low to moderate incomes. The beneficiaries of programs funded in 2012 with CDBG funds are not expected to deviate from these past trends. The City of Auburn will continue to distribute its funds for human services based on priority needs identified for people with low-to-moderate incomes with a particular emphasis on people who live in poverty.

POLICIES AND CERTIFICATIONS

Agencies applying for CDBG funds are required to respond to general and program specific policies in their applications. All projects are evaluated to determine if they are:

1. Eligible relative to federal guidelines;
2. Consistent with the program objectives and strategies;
3. Consistent with local, state and federal regulations;
4. Feasible within contract and timeline guidelines; and
5. Capable of developing and measuring outcomes.

These policies include, among others:

- Consistency with local codes and policies;
- Restrictions on the change of use of property and buildings which were acquired or improved with CDBG funds;
- Minimization of displacement and the provision of relocation assistance;
- Adherence to federal wage rates;
- Compliance with federal audit requirements; and
- Adherence to and enforcement of lead-based paint abatement regulations, fair housing laws and affirmative action.

DOCUMENTATION AND ON-SITE MONITORING

Detailed records are maintained and reviewed to determine and assure agency compliance with its contract and other applicable regulations. Deficiencies in record keeping are documented and technical assistance to correct noted deficiencies is provided. The failure to comply with contractual requirements and regulations could result in remedial actions and/or the termination of funding.

FISCAL AUDITS

The City conducts an internal audit to ensure that its records are complete and agencies are complying with applicable rules and regulations. In addition, the City's records are subject to an independent annual audit by the State Auditor. Both the City's internal audit and the State Auditor test to determine the City's compliance with the following CDBG requirements:

- Political Activity;
- Davis-Bacon and Related Acts;
- Civil rights;
- Cash Management;
- Federal Financial Reports;
- Allowable Costs & Cost Principles;
- Drug-Free Workplace Act; and
- Various administrative requirements.

MORE INFORMATION

For more information and/or to get on the City's mailing list for Consolidated Plan updates and grant applications, please contact:

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